

# Instructions for creating a profile on the new SPB Online Employment Center [www.jobs.ca.gov](http://www.jobs.ca.gov)

## Home Tab:

1. Click on 'New User' to create a new profile in the New Online Employment Center (OEC).  
(This takes you to the 'Find Recruitments' tab.)



**Note:** If you created an application before 09/28/09, you need to create a new profile.

The screenshot shows the homepage of the State Personnel Board's new Online Employment Center (OEC) at [jobs.CA.gov](http://jobs.CA.gov). The browser is Windows Internet Explorer. The page features a navigation bar with links: SPB, Home, Find Recruitments, How to Apply, Why Work for CA, My Profile, and Español. A search bar is located in the top right corner. The main content area includes a welcome message from Governor Schwarzenegger, a notice about scheduled system maintenance on June 27, 2010, and a link to 'New User' for creating a profile. A red box highlights the 'New User' link in the 'Sign in to My Profile' section. Below the main content, there are instructions for users, including a note that applications completed in the old system before September 28, 2009, will be deleted on June 30, 2010. The right sidebar contains links for 'Sign in to My Profile', 'E-Notify', 'Job Vacancy Listings', and 'Jobs Quick Links'.

Home - Jobs.CA.gov by State Personnel Board - Windows Internet Explorer  
http://jobs.ca.gov/OEC/index.aspx  
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GOVERNOR SCHWARZENEGGER Visit his Website  
We Need You Now!  
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More >>  
WELCOME TO THE STATE PERSONNEL BOARD NEW ONLINE EMPLOYMENT CENTER (OEC)  
Powered by JobAps  
Please be aware that our site will be down for Scheduled System Maintenance on June 27, 2010 between 4:00 AM and 7:00 AM  
If you created your application prior to September 28, 2009 and would like to access your old online application for reference, please [click here](#).  
Please note that all online applications completed in the old system (before September 28, 2009) will be deleted on June 30, 2010.  
1. In order to be eligible for a State job you MUST apply for and pass the job recruitment (exam) that is customized specifically for the classification (job title) for which you may compete.  
2. To view a list of open job recruitments (exam bulletins) which announces the examinations, see below under the category 'Search for Job Recruitments'. You may either enter a title or part of the title in the 'Keyword' field and click on 'Search' or leave it blank and click on 'Search' and 'Search' again or 'Show All' to view all open recruitments. You must read the job recruitment (exam bulletin) carefully for filing instructions, important details, and required information concerning a specific examination. Refer to the section 'Filing Instructions' as to whether you may apply/submit an application for an exam; online or by mail/file in person, to the address specified on the bulletin. Refer to the section 'Examination Information' to determine if you will proceed with the exam or schedule online to take the exam at a test site. If you are required to mail your application, you will be notified by mail of a date and time to appear at a test site.  
3. If you already have list eligibility (passed the exam for a specific classification/job title for which you competed and  
Sign in to My Profile  
UserID:   
Password:   
1. [New User?](#)  
E-Notify  
→ [Notify me of Job Recruitments](#)  
→ [Notify me of Job Vacancies](#)  
Job Vacancy Listings  
You must have list eligibility to apply, if you are not a current or former state employee!  
→ [Vacancy Search \(VPOS\)](#)  
Jobs Quick Links  
→ [State Application - PDF Format](#)  
Double-click to change security settings  
Start Novell GroupWise - Mailbox Home - Jobs.CA.gov by ... SPB - EXTRA!@ Enterprise App screen prints.docx ... 11:36 AM

## Find Recruitments Tab:

2. Read all of the information on this page regarding your 'Application-on-File'.
3. Click on 'Apply Online' to create your profile.  
(This will take you to the 'My Profile' tab.)



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Search jobs.ca.gov

California This Site

SPB Home Find Recruitments How to Apply Why Work for CA My Profile Español

Search Job Recruitments Transfer and Reinstatement Notify Me of New Recruitments Closed and Ongoing Recruitments Status Board FAQ

[Home](#) → [Jobs](#) → Job Recruitment Bulletin

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**2.**

**Application-on-File**  
**Recruitment #AF0000-00100000-010101**

Department(s):	State Personnel Board/Statewide
Closing Date:	Continuous
Type of Recruitment:	SERVICEWIDE OPEN
Employment Type:	
Exam Type:	State-wide

[Go Back](#) [View Benefits](#)

**INTRODUCTION**

Application-on-File: the State Personnel Board invites you to file a general-purpose on-line employment application that will remain active in our database for at least a year. This "Application-on-File" is **not** for a specific job opening, but may be helpful in identifying and applying for future job openings which match your skills.

**Why submit an "Application-on-File"?**

Your employment history will be ready to copy into another application for any future recruitment for which you wish to apply. You will be able to copy the application information you enter today into new applications for specific recruitments that open in the future. This will save you time and take the stress out of completing another application.

**To enter your Application-on-File:**

- Scroll down to the bottom of this screen and click on the "Apply Online" icon.
- Complete the registration process and record your user ID and password for future use.
- Complete your application, including your resume, if you wish. If you are not ready to complete your application now, you may exit your application and come back at another time. You will return to this site, click on the "My Profile" tab, and log in with your user ID and password.
- Save your Application-on-File to your online profile by pressing the "Send" button in the final part of the online application.

**To submit an application for a specific recruitment at a later time:**

- Search for the recruitment in "Find Recruitments".
- Select the Recruitment (Exam Bulletin) you wish to apply for.
- Select "I Have Registered Previously".
- Login with your user ID and password to retrieve your Application-on-File.
- Select the "Application-on-File" to copy the information into the new application.
- Make modifications to the new application.
- Submit your application for the specific recruitment.

[Fill out the Application NOW using the Internet.](#)

[Print Personal Preferences Form.](#)

**3.**

Apply Online



If you did NOT apply online and need to update your location preferences, time-base/ tenure and other preferences, you can print a customized pdf version of the [Personal Preference Form](#). If you did apply online, you can easily update your preferences from your personal status board for each recruitment by logging in to your [Personal Status Board](#).

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## My Profile tab:

4. Read all of the information on this page regarding Applicant Instructions.
5. Check the box labeled 'I agree with the above terms of use.'
6. Click on the 'I am a NEW USER' box.  
(This takes you to the 'Create a New Account' page.)

CA.GOV jobs.CA.gov  
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Log In Update My Contact Info

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### 4. Application Instructions

**INSTRUCTIONS TO APPLICANT:** Read the following instructions carefully before completing this Application. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc., and health/medical background.

**NOTE:** Your completed Application and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov).

**Your Responsibilities as the Applicant**

- Before sending your application in to State of California, it is your responsibility to ensure correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy in the "Review Section".
- You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of California. This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Send" button.
- If you do not receive the confirmation email, it is your responsibility to contact the California State Personnel Board. If you fail to do so, your application may not be considered for the opening for which you have applied.
- Cookies must be turned on in your browser in order to use this online application system. [Click here for more information about how cookies are used.](#)

**Note:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

The California State Personnel Board and the developers of the State of California online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of California. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this [Terms of Use Agreement](#).

5. ☐ I agree with the above terms of use.

6.

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7. Fill in all of the required information noted by an asterisk.
8. Click on 'Submit Registration.'

CA.GOV jobs.CA.gov by State Personnel Board

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Log In | Update My Contact Info |

Home » My Profile » Create a New Account

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### Create a New Account

Job Title: Application-on-File Job Bulletin Number: AF0000-00100000-010101

You are required to provide the following information for tracking purposes.

7. First Name\* Plain

Middle Initial

Last Name\* Jane

First 3 letters of Last Name at Birth\* Jan

Last 4 digits of Social Security Number or, if not available, of any permanent ID such as a Passport or International ID\* ....

Month of Birth\* January

Day of Birth\* 01

We will correspond with you via e-mail. Please make sure that your e-mail address is correct. If you do not have e-mail you can sign up for free e-mail at [Yahoo!Mail](#).

e-mail address

confirm e-mail address

Please give yourself a UserID which is at least 8 characters and up to 10 characters.

UserID\* plainjane1 (up to 10 characters)

Please select a Password which is at least 8 characters and a combination of letters and digits.

Password\* ..... (8 character minimum, must include both letters and digits)

Re-enter Password\* .....

Record your UserID and Password for completing or copying another application in the future.

8. Submit Registration Clear Registration Back

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All information supplied on this page is voluntary.

9. Answer all questions and click on 'Save and Continue' at the bottom of the page.

**State of California - Equal Employment Opportunity Form**  
**Application-on-File #AF0000-00100000-010101**

**APPLICANT:** To assist the State of California in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the State Personnel Board to retain this information for research and statistical purposes.

<b>AGE:</b>	<input type="radio"/> Under 21 <input type="radio"/> 21 - 39 <input type="radio"/> 40 - 69 <input type="radio"/> 70 and Over <input type="radio"/> Not Applicable
<b>GENDER:</b>	<input type="radio"/> Male <input type="radio"/> Female
<b>ETHNIC CATEGORY:</b> Please check the box that best describes your race/ethnicity.	<input type="radio"/> <b>AMERICAN INDIAN OR ALASKAN NATIVE</b> Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. <input type="radio"/> <b>ASIAN</b> Person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes China, Japan, and Korea. <input type="radio"/> <b>BLACK</b> Person having origins in any of the black racial groups of Africa. <input type="radio"/> <b>FILIPINO</b> Person having origins in any of the original peoples of the Philippine Islands. <input type="radio"/> <b>HISPANIC</b> Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. <input type="radio"/> <b>PACIFIC ISLANDERS</b> Persons having origins in the Pacific Islands, such as Samoa. <input type="radio"/> <b>WHITE</b> Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. <input type="radio"/> <b>OTHER</b> (Specify if Other) <input type="text"/>
<b>DISABLED:</b>	A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such an impairment or medical condition. <input type="radio"/> Yes <input type="radio"/> No
<b>MILITARY:</b>	A military veteran; a widow or widower of a veteran; or a spouse of a 100% disabled veteran. <input type="radio"/> Yes <input type="radio"/> No
<b>JOB SOURCE:</b> How did you learn of this Examination?	<input type="radio"/> TELEPHONE JOB LINE <input type="radio"/> WORD OF MOUTH <input type="radio"/> INTERNET <input type="radio"/> ADVERTISEMENT IN (SPECIFY BELOW) <input type="radio"/> EXAMINATION BULLETIN LOCATED AT (SPECIFY BELOW) Please identify specific source if indicated "specify below." <input type="text"/>

**9.** Save and Continue Clear

10. Enter your social security number.
11. Re-enter your social security number to verify.
12. Click on 'Save and Continue' at the bottom of the page.

State of California - Social Security Number  
Application-on-File #AF0000-00100000-010101

**Social Security Number**

**10.**

Enter your Social Security Number. Do not use spaces or dashes. Example: 111223333

Providing your Social Security Number is voluntary in accordance with the Privacy Act of 1974 (PS 93-579). However, if the Social Security number is not provided, the department administering this examination will be unable to process your application for purposes of granting Veteran's Preference points, Career Credits, written test waivers, or to check for eligibility in promotional examinations.

**11.**

Social Security Number  
Please enter again to verify.

**12.**

13. Enter all of the required information noted by a red asterisk on tabs a-d. (At the bottom of each page, click on 'Save and Continue' to go to the next page.)
14. After all information is entered, review your application and then continue to the next page.

State of California Employment Application - Windows Internet Explorer

https://jobs.ca.gov/CASPB/app.asp?Part=application2&RND=4087402199

File Edit View Favorites Tools Help

State of California Employment Application

Application-on-File #AF0000-00100000-010101

13. Profile School Work Resume Review 14. Send Exit

a. b. c. d.

Profile: You are REQUIRED to Save & Continue this section for EACH application submitted.

**INSTRUCTIONS TO APPLICANT:** Read the following instructions carefully before completing this Application. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc., and health/medical background.

**NOTE:** Your completed Application and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov).

Please be aware that if you have multiple applications with State of California, then all fields in this section will be updated on those applications as well.

The State of California does not allow applicants to update their first or last name directly from this website. You must contact the State Personnel Board directly to make this change.

First Name\* Plain

Last Name\* Jane

E-mail Phone: (866) 844-8671 | 8am - 5pm M-F | Powered by JobAps



15. Read 'Applicant Release of Employment Information' on this page.
16. Check signature box to certify that you agree with the information you provided.
17. Click on 'Submit Application.'

State of California Employment Application - Windows Internet Explorer

https://jobs.ca.gov/CASPB/App.asp?Part=Application4&RND=1161057654

File Edit View Favorites Tools Help

State of California Employment Application

Help Job Info

Application-on-File #AF0000-00100000-010101

Profile School Work Resume Review Send Exit

**SUBMIT:** You must click on the "Submit Application" button below for your application to be received by State of California.

**Applicant Release of Employment Information**

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

☐ By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

Submit Application

- Click on the button above to **send** your application to the California State Personnel Board.
- The time given by the computer which receives your application will be recorded as the time of your application submission.
- You will not be able to make any changes once you send your application.

E-mail | Phone: (866) 844-8671 | 8am - 5pm M-F | Powered by JobAps

Start | TSU - Novell GroupWise - ... | State of California Em... | Document1 - Microsoft ... | Internet | 100% | 9:41 AM



Once your application is submitted, you will receive a confirmation notice.

NOTE: Clicking on submit application does not send your application to an advertised exam or job. To apply for an exam, you must follow the directions on each recruitment bulletin.

Confirmation of Employment Application Submission to State of California - Jobs.CA.gov by State - Windows Internet Explorer

https://jobs.ca.gov/CASPB/finalApConfirmation.asp?UpdateError=&JobNum=AF0000%2D00100000&...

File Edit View Favorites Tools Help

Convert Select SnagIt

Favorites Suggested Sites Free Hotmail Web Slice Gallery


Confirmation of Employment Application Submission to...

SPB Home Find Recruitments How to Apply Why Work for CA My Profile Español

Home → My Profile

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### Confirmation of Application-On-File Submission



Dear Plain Jane,

Thank you for updating and submitting your "Application-on-File". This application serves as a template that can be updated at any time to keep your most recent information in the system and to be ready for actual recruitments as they open. It can be used as the starting point for an application for one of the open recruitments since you can copy data from your template "Application-on-File" into other applications.

**This application does not qualify you for any open recruitment and will not be used in place of an application for any open job or recruitment.**

However, you can use the data from this application to copy into an application for any other recruitment listed on the [State of California Current Job Recruitments](#) page.

You will not receive an email confirmation as a result of submitting this application.

If you have any questions regarding the application and selection process, please contact us at (866) 844-8671.

Thank you again for your application.

State Personnel Board/Statewide

[Return to State of California Current Job Recruitments](#)

Done

Internet 100%

Start TSU - Novell GroupWise ... TSU - Mail From: TSU Confirmation of Empl... Document1 - Microsoft ... 9:43 AM